



CITY OF FALLS CHURCH

January 25, 2012

Dear Exhibitors:

The City of Falls Church Recreation and Parks Department is once again offering three major events this year. We would like to extend an invitation for you to exhibit at these events. We will be hosting the **Memorial Day Parade & Festival**, the **Fall Festival & Taste of Falls Church** and the **Holiday Craft Show**.

The **Memorial Day Parade & Festival** will be held on Falls Church City Hall grounds on **Monday, May 28, 2012; 9-5pm**. This event is non-juried, open to crafters, businesses, civic groups and food vendors. The average attendance is 12,000 people.

The **Falls Church Fall Festival & Taste of Falls Church** will be held at Cherry Hill Park and the Falls Church Community Center on **Saturday, September 15, 2012; 10-4pm**. This event is non-juried, open to crafters, civic groups and a limited number of businesses. Average event attendance is 7,000 people.

The **Holiday Craft Show** will be held inside the Falls Church Community Center on **Saturday, December 1 from 9am-4pm and Sunday, December 2 from 11am - 4pm**. Set-up hours will be on Friday, November 30 from 6-9pm or Saturday, December 1 from 6-9am. This juried event is only open to crafters and all items must be handmade by the crafter. This show has an average attendance of 1,5000 people.

A discount will be offered to crafters and businesses who participate in **both** the **Memorial Day Parade & Festival** and the **Fall Festival & Taste of Falls Church**. **Both applications must be submitted by the deadline for Memorial Day applications, March 23, 2012.** Fees are as follows:

Crafters: 6' (width) x 10' (depth) booth for both events = **\$130** (Save **\$20**)
10' (width) x 10' (depth) booth for both events = **\$200** (Save **\$35**)

Businesses: 10' (width) x 10' (depth) booth for both events = **\$365** (Save **\$35**)

The City of Falls Church accepts all major credit cards (Visa, Mastercard, American Express and Discover) and checks for payment. Please feel free to call (703) 248-5199 or e-mail jpaxton@fallschurchva.gov if you have any questions.

Sincerely,

Jenny Paxton
Senior Program Supervisor, Special Events

Falls Church Community Center • 223 Little Falls Street • Falls Church, Virginia 22046 • 703-248-5077

703-536-8150 FAX • www.fallschurchva.gov

